



1 INTRODUCTION/OVERVIEW

Effective: 06/1/96

1.5 Overview of Certification Procedures

Revised: 10/1/99

Certification generally occurs in two stages: (1) prescreening, when it is determined an applicant may be potentially eligible and (2) certification appointment, when the actual eligibility determination is made.

Prescreening

Prescreening takes place when a person first inquires about participation in WIC. An applicant is potentially eligible if they are:

- ◆ A resident of the WIC Project service area
- ◆ A pregnant or breastfeeding (less than 1 year postpartum) woman, a postpartum woman, an infant or a child under five years of age
- ◆ Income eligible

Certification Appointment

The certification appointment consists of several steps. During the appointment, if a nutrition need is identified, the applicant is found eligible to participate in the program. The general steps are:

- ◆ Intake
- ◆ Health screening
- ◆ Dietary assessment/Nutrition counseling/Eligibility determination
- ◆ Draft issuance (if eligible and enrolled)

A. INTAKE

At this station, income eligibility is determined. Each applicant must present the following:

Some form of identification (birth certificate, WIC Identification Folder for recertifications, etc.);

Proof of income (check stubs, tax forms), or proof of participation in the following programs, Medicaid, Food Stamp, or Wisconsin Works (W-2), Temporary Assistance to Needy Families (TANF); and

Proof of residency (examples include utility bill, telephone bill, statement from landlord, bank statement, etc.)



B. HEALTH SCREENING

A trained WIC staff member measures the height and weight of all applicants, plots the data on growth charts/grids and explains the growth pattern. A blood sample is taken to obtain a hematocrit (hct) or hemoglobin (hgb). See Chapter 3 Nutrition Services, 3.11 Nutrition Risk Determination: Hematological Procedures

The health questions on the WIC Questionnaire may be reviewed by either the health screener or Competent Professional Authority (CPA) and risk factors are noted. General health information may be provided by the CPAs. Appropriate referrals are also made according to agency protocol.

C. DIETARY ASSESSMENT/NUTRITION COUNSELING/ELIGIBILITY DETERMINATION

A WIC nutritionist or other CPA (see qualifications in the Administration Chapter) reviews the WIC Questionnaire and all available health and dietary assessment data to determine whether the applicant is at nutritional risk, and makes the final eligibility determination. The applicant will be either 1) eligible and enrolled for benefits, 2) eligible and placed on a waiting list, or 3) ineligible.

If eligible, the CPA provides appropriate nutrition counseling and referrals. During counseling, the CPA also explains the reasons for eligibility, length of certification, how WIC foods will help with the identified risk factor(s), WIC foods are supplemental, and are for the participant only.

When enrolled for benefits, the participant/proxy must first read (or have read to them) the Rights and Responsibilities and then sign and date that these were read, on the back of the Risk Factor Flow Sheet or other project developed form.

If the applicant is determined eligible and is enrolled, the CPA selects a food package. The importance of participating in secondary nutrition education is stressed and attendance is scheduled but it may not be required. The WIC Identification Folder should be initiated by the CPA.

The applicant may be determined eligible but placed on a waiting list, or may be determined ineligible during the certification visit.

D. DRAFT ISSUANCE

For participants who have been enrolled, draft issuance is the last step in the certification process. The CPA assigns an interval draft pick-up day and food package. Drafts are must then be issued. The ID folder is completed and proxies identified. Draft procedures are explained to the participant and/or proxies and the



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audio-visual “WIC, You and the Grocery Store, Too” is shown as an overview of how to spend the drafts. All new participants are given a listing of WIC approved vendors available in the service area.